

Mark Item Missing

1. Click the Item Status Wizard. Scan, paste, or type an item ID in the Enter an Item ID field and click Find Item. If you do not have the item ID to scan, click Find Item to display the Identify Title window for a title search.

The screenshot shows the SirsiDynix Circulation Reports window. The left sidebar has a menu with 'Check Out', 'Check In', 'User Status', 'Item Status' (highlighted), 'Holds', and 'Maintain Users'. The main area has a header with 'Print', 'Help', 'About', and 'Disconnect' buttons. Below the header is a section titled 'Enter an Item ID' with a text input field containing '25000006573076' and a 'Find Item' button. At the bottom left of the main area is a 'Next Copy' button. The SirsiDynix logo is in the bottom left corner.

2. Click the Missing button to mark the item missing. Note that the Current Location is ONSHELF.

The screenshot shows the SirsiDynix Circulation Reports window after clicking the 'Missing' button. The left sidebar is the same. The main area has a header with 'Print', 'Help', 'About', and 'Disconnect' buttons. Below the header is a section titled 'Mark Copy as' with three buttons: 'Lost', 'Missing' (selected), and 'Claimed Returned'. Below this is a table of item details:

Title	Twilight	Current Location	ONSHELF
Author	Meyer, Stephenie, 1973-	Home Location	ONSHELF
Item ID	25000006573076	Date Checked Out	
Call Number	F MEYER	Date Due	
Library	CORONADO	User ID	
Price	\$19.99	User Name	
Item Type	BOOKSCH	Date Claimed Returned	

Below the table is a section titled 'Holds' with the text 'This copy has no holds.' At the bottom left of the main area is a 'Next Copy' button. The SirsiDynix logo is in the bottom left corner.

Mark Item Missing

3. A verification box appears. Click the No button to cancel the process; click the Yes button to continue to mark the item missing. Click the Next Copy button to exit the wizard.

The screenshot shows the SirsiDynix interface with the 'Circulation' tab selected. On the left, a sidebar contains links: 'Check Out', 'Check In', 'User Status', 'Item Status' (highlighted), 'Holds', and 'Maintain Users'. The main area displays a 'Mark Copy as' dialog box with three buttons: 'Lost', 'Missing' (selected), and 'Claimed Returned'. Below these buttons, the item details are shown: Title 'Twilight', Author 'Meyer, Stephenie, 1973-', Current Location 'ONSHELF', and Home Location 'ONSHELF'. A verification box with a question mark icon asks 'Are you sure you want to mark this copy as Missing?' with 'Yes' and 'No' buttons. Below the verification box, it states 'This copy has no holds.' At the bottom left of the main area is a 'Next Copy' button. The SirsiDynix logo is in the bottom left corner.

4. If you attempt to mark an item missing that is on loan, an override box appears. **Never use an override to mark an item missing.** Only items that are available (on the shelf) are eligible for being marked missing.

The screenshot shows the SirsiDynix interface with the 'Circulation' tab selected. On the left, a sidebar contains links: 'Check Out', 'Check In', 'User Status', 'Item Status' (highlighted), 'Holds', and 'Maintain Users'. The main area displays a 'Mark Copy as' dialog box with three buttons: 'Lost', 'Missing' (selected), and 'Claimed Returned'. Below these buttons, the item details are shown: Title 'Twilight', Item ID '25000003328490', and Call Number 'F MEYER'. An 'Override Required' dialog box is open, asking 'This copy is checked out to another user.' with 'OK' and 'Cancel' buttons. To the right of the 'Override Required' dialog box, a red box highlights the item's status: 'Checked Out Location CHECKEDOUT', 'Home Location ONSHELF', 'Checked Out 2/8/2010,16:20', 'Date Due 3/11/2010,23:59', 'User ID 000168322', 'User Name CRUZ, DAVID', and 'Ever Returned'. At the bottom left of the main area is a 'Next Copy' button. The SirsiDynix logo is in the bottom left corner.